

JOB DESCRIPTION: **PAROLE AND PROBATION OFFICER 1**DATE: **07/01/2012**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	224
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	PO1
UNION (Y/N):	Yes	LOCAL:	FOPPO

GENERAL STATEMENT OF DUTIES: Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Corrections Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Work performed is similar to that of a Parole/Probation Officer II but with the expectation that this is a level of work in which the PO I is expected to gain the necessary experience and meet performance objectives related to a potential promotional path to the position of PO II. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise, initially under the guidance of the supervisor but with progressively increasing responsibility, a general or specialized caseload of adult felony and misdemeanor offenders on probation or parole in the community.

Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority.

Make home, employment, office, field, jail and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender and domestic violence treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system. Facilitate cognitive education groups.

Conduct body searches, monitor and or take bodily substances for testing, i.e., urinalysis, breathalyzer, etc.

Make decision to arrest offenders in accordance with departmental rules and procedures. Set up and conduct arrest. Transport offenders as necessary.

Prepare supervision plan, risk assessment and needs assessment.

Prepare reports as needed. Keep accurate case records and files. Prepare and submit accurate routine and special reports.

Make court appearances when required.

Maintain positive public relations through community involvement.

Participate in mandated and optional training opportunities. Attend meetings related to correctional issues as requested.

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Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Lead Probation Officer and the Director of Community Corrections who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in behavioral science or related field. Two years of work experience in the corrections or criminal justice field which has included offender or public contact. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within one (1) year of employment, DPSST certification as a Parole/Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

DESIRABLE QUALIFICATIONS: College level course work in criminal justice, sociology, psychology or a related field.

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions.

Familiarity with computers systems and their use.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile adults.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with adult offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.